



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

HISTORIAN

Class No. 004000

■ CLASSIFICATION PURPOSE

Under general direction, to collect, identify, classify, evaluate, and preserve a variety of information, objects and sites of historical and archaeological interest; to research and write reports on the histories of existing or proposed parks and provide staff support for the protection of objects, buildings and sites of historical interest; to give presentations on County parks' history and programs; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class allocated to the Parks & Recreation Department. The incumbent performs research, advises and assists County and non-County parties, in all areas of historical activities related to park and recreation activities, programs and sites.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Identifies the historical values of County parks and develops interpretive themes and programs.
2. Provides continuous and progressive historical research on County's historical parks.
3. Writes in-depth research papers on historical and archaeological projects and programs in San Diego County.
4. Develops and maintains a County-wide historical research library of books, papers, photographs, documents, clippings and related material for the identification of historical values.
5. Conducts historical presentations, slide programs and workshops for schools, service clubs, conventions, college classes, civic groups, church groups and conducts special visitor and group tours.
6. Serves as a resource person for County staff and as a consultant for historical accuracy in restoration programs.
7. Attends staff meetings as directed by the Director.
8. Participates in the planning and implementation of programs designed to manage and protect County park resources, including archaeological findings, artifacts, etc.
9. Writes National Register applications, and Historic Structures Reports to comply with grant requirements.
10. Writes informational booklets, articles and brochures for area Historical Parks.
11. Recruits, develops and conducts training and orientation programs for volunteers and training staff.
12. Receives formal training for self-development and growth.
13. Attends statewide regional or local seminars and workshops related to duties and responsibilities.
14. Reviews all gifts of a historical nature offered and makes recommendations for acceptance or denial.
15. Drafts letters of acknowledgement for Director's signature.
16. Implements, supervises and maintains the accessioning and cataloging of all programs at all units.

17. Responsible for permanent collections of paintings, drawings, prints, photographs, costumes, textiles, anthropology and ethnography materials, archives, furnishings, building materials and machinery.
18. Maintains a computerized database of collections.
19. Recommends and implements methods for the proper and safe storage of historical artifacts.
20. Visually inspects the security of all artifacts, exhibits, and supplies.
21. Recommends and implements methods for safeguarding historical artifacts on display within the area.
22. Implements conservation procedures.
23. Develops historical displays and exhibits.
24. Acts as a liaison on matters of a historical nature between County parks, local city government, county governments, historical societies, and cooperative associations.
25. Assists groups holding special events of a historical nature.
26. Acts as a resource person to community groups when historical preservation issues arise within one of the County run facilities.
27. Assists groups in obtaining California State Historical Landmark or National Register of Historic Places status for their historic buildings or sites.
28. Answers questions and inquires of a historical nature that come by telephone or mail.
29. Writes/reviews text for National and State Landmark Plaques.
30. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Local and State history.
- Historical research and writing methods and techniques.
- Literature and publications dealing with California history, historic research, curatorship, and museum administration.
- Private and public organizations concerned with historical research and resource management activities pertaining to state and local history.
- Archival methods for the collection, preservation, organization, and management of written, visual, and audio forms.
- Methods and techniques used in identifying and preserving historic objects, sites, and buildings.
- Museum functions and administration principles.
- Archaeological and anthropological research topics including identification of historic and prehistoric archaeological material.
- County customer service objectives and strategies.

Skills and Abilities to:

- Analyze diverse historical factors, and classify complex ideas, events, laws, groups and people.
- Explain complicated changes.
- Search out and critically assess a variety of sources and interpret findings intelligently and articulately.
- Operate a computer for record input/management and word processing.
- Evaluate environmental impacts on resources of historical interest and develop and recommend mitigation procedures.
- Work with department staff to develop interpretive material and programs for facilities.
- Make cultural and aesthetic decisions regarding resources.
- Keep necessary records and prepare reports.
- Supervise and motivate volunteers.
- Prepare displays and interpretive materials.
- Prepare technical documents for research and interpretive purposes.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: A Bachelor's degree in history, archaeology, anthropology, museum studies, or a closely related field. A Master's degree and/or record of publication in history, archaeology, anthropology, or a closely related field is highly desired.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous use of dominant hand. Frequent: sitting, walking, standing, repetitive use of hands, simple grasping using hands, power grasping using hands, fine manipulation using hands and pushing and pulling using hands. Occasional: bending of neck and waist, squatting, climbing, kneeling, crawling, twisting neck and waist, reaching above and below shoulder level, and lifting and carrying of files weighing up to 15 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Working conditions include field survey work, exposure to noise and heavy equipment, and on-site excavation.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: August 8, 1985
Revised: June 30, 2000
Reviewed: Spring 2003
Revised: June 7, 2004